

Approval and Communication of Refinery, Maintenance, or Engineering Instructions

Document No.: RI-301	Title: Required Training Documentation	Current Date: 6/2010
Action: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Cancellation		Next Revision Due: 6/2015
Responsible Organization: Learning & Development		Position to Contact With Questions/Suggestions: Dean Van Bockern
Summarize Rewritten Material: - General revision - Update of titles - Human Factors review		

REQUIRED COMMUNICATION/TRAINING

If Type 2 or Type 3 training is necessary – Instruction Owner is responsible for developing the training material and must work with Development Department Manager and Managers of affected personnel to coordinate training of affected personnel and documentation of training.

This document should be reviewed by:	Type 1 Simple Change	Type 2 On-The-Job Training	Type 3 Classroom Training
All Refinery Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance & Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPROVALS

Instruction Owner: Dean Van Bockern	Development Manager: <i>(first signature before final routing)</i> Dean Van Bockern
Operations Manager: Bruce Chinn	Technical Services Manager:
HES Manager: Jeff Hartwig	Maintenance & Reliability Manager:
Refinery Manager: <i>(final signature)</i> Mike Coyle	Other Manager:

On Completion – Instruction Owner will send file and message to IPC to post on the Refinery server.

Necessary Approval for Instructions:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Refinery Instructions: • Safe Work Practices: • Emergency Plans (400 Series RIs): • Engineering Instructions: • Maintenance Instructions: • Cancellation of Instruction: | <ul style="list-style-type: none"> Development, Operations, HES, and Refinery Manager Development, Operations, Maintenance & Reliability, HES, and Refinery Manager Development, Operations, Maintenance & Reliability, HES, and Refinery Manager Technical and HES Manager Maintenance & Reliability and HES Manager Owner and Refinery or Appropriate Dept. Manager |
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RICHMOND REFINERY INSTRUCTIONS

SAFETY

**REQUIRED TRAINING
AND DOCUMENTATION**

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REQUIRED TRAINING AND DOCUMENTATION

*1.0 PURPOSE

- 1.1 The purpose of this Refinery Instruction is to document the process used to achieve compliance with California Code of Regulations, General Industry Safety orders, Title 8, Section 5189, subsection (g) training.
- 1.2 The process for identifying, developing, scheduling, delivering, and documenting required training to Richmond Refinery employees is captured in Appendix I, "Process for Achieving Compliance of Required Training."
- 1.3 Safety and Regulatory training for Refinery employees is located on the Learning & Development web site, Training, Regulatory/Safety Training.
- 1.4 Employees involved with specific hazards must complete specialized training prior to starting work. See Section 2.2
- 1.5 Specific documentation ensures that training has taken place. Documentation must include the course code, title of training, date training took place, signatures of each attendee, and the signature of the instructor. Contact the Training Records Administrator if you are unsure about the course code.

*2.0 GENERAL RESPONSIBILITIES

- 2.1 Employers are required to properly train employees to perform their assigned tasks safely, including training on the potential hazards of the tasks.
- 2.2 It is the responsibility of every supervisor, proprietor, or contract representative to ensure their employees are trained in the specific hazards and safety precautions associated with the job the employee is performing; the environment they are working in; and the conditions to which they may be exposed.

Specific hazards can include (but are not limited) to the following:

Benzene	Arsenic	Selenium
Asbestos	Ceramic Fibers	Hot Tapping
Firewatch	Standby and Holewatch	Radioactive Sources

Supervisors are responsible to partner with the HES Department to ensure the following:

- Specialized training requirements are identified before work is started.

*REVISED: 6/10 (Replaces 5/05)
Certified as current and accurate: 6/10

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- Clarify when required training is needed
 - Verify hazards and training requirements are identified for their work area.
- 2.3 Employees are responsible to inform their supervisor if they have not been trained to perform job tasks safely.
- 2.4 It is the responsibility of each department to work with HES to identify, by job position, the types of required training needed.
- 2.5 The Training Records Administrator is responsible to train supervisors on how to access and use the training records database and reports. To arrange for training, contact the Training Records Administrator.

***3.0 IDENTIFICATION OF REQUIRED TRAINING**

- 3.1 Health, Environment and Safety (HES) is responsible to interpret new or modified regulations and decide “who” needs “what” training.
- 3.2 When a new regulatory training requirement is identified by the HES Department, they contact the Learning and Development Manager and jointly complete the following requirements:
1. Achieve consensus on what training is required and who will deliver.
 2. Identify learning objectives.
 3. Identify the target population by the job positions referred to in Section 2.4.
- 3.3 Job or Craft specific training requirements are listed below:
1. Operator job training
 2. Maintenance craft training (including Welder certifications)
 3. Inspector certifications
 4. Civil engineer stamps
 5. Fire-fighter certifications
 6. Emergency Medical Technician certifications

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7. Spill Response Organization

***4.0 DEVELOP TRAINING PROFILES**

It is the responsibility of the Learning & Development Department to partner with Refinery Departments and HES to develop and assign Training Profiles. These profiles are entered and maintained in the training records database. The Training Records Administrator manages this database.

***5.0 SCHEDULE**

After the Training Profile is developed, the training records administrator enters the training profile into the database and assigns employees to the training targeted in the profile.

***6.0 DELIVERING TRAINING**

6.1 The Training Records Administrator is responsible for the following:

1. Assigns employees the training required in the training database as outlined in the training profile.
2. Ensures the instructor or facilitator signs off on training documentation.
3. Confirms the training documentation and completed tests are filed as documentation.

6.2 When training is delivered by a facilitator, they are required to ensure completed documentation is delivered to the Training Records Administrator.

***7.0 DOCUMENTATION**

7.1 The Learning & Development Department is responsible for the maintenance and security of all Type 2 and 3 training documentation for Refinery employees. The documentation system consists of a computer tracking system and a chronologically filed paper system for completed tests and training documentation.

7.2 The training records database provides the following:

1. Customized training structures created for specific job positions.

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2. Regulatory Course Groups containing identified required training by job position.
3. Individual training records are matched against customized training structures.
4. Training needed reports are available on-line as needed.
- 7.3 The training records database is available on-line for viewing by trainers and supervisors.
- 7.4 The Training Records Administrator is responsible for passwords, tracking of training, and entering all data into the training records database.

8.0 DOCUMENTATION AUDITS

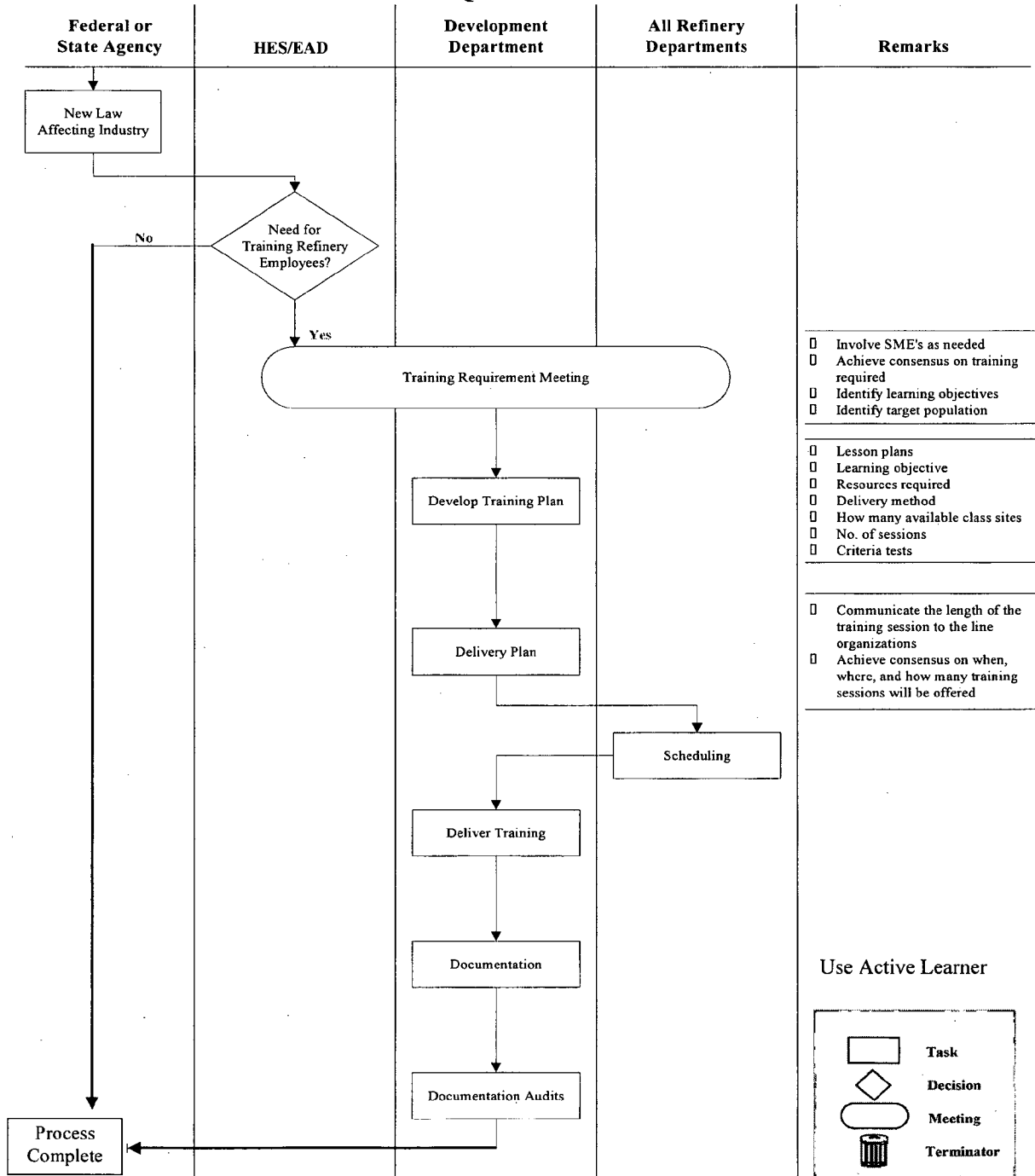
- 8.1. Corporate, state, and local organizations perform audits of the compliance training and documentation system.

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APPENDIX I REQUIRED TRAINING AND DOCUMENTATION

SAFETY

PROCESS FOR ACHIEVING COMPLIANCE OF REQUIRED TRAINING



REVISED: 6/10 (Replaces 5/05)
Certified as current and accurate: 6/10

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